

SOLICITATION AND OFFER				1. [BLANK]				Page 1 of 24		
2. CONTRACT NUMBER			3. SOLICITATION NUMBER <div style="text-align: center;">OPR04000122</div>		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED <div style="text-align: center;">12/22/2003</div>		6. REQUISITION/PURCHASE NUMBER <div style="text-align: center;">CAO0400001</div>	
7. ISSUED BY Office of Procurement 359 Ford Bldg. Washington, DC 20515 TEL: (202) 225-2921 ext. FAX: (202) 226-2213 ext.				CODE OP		8. ADDRESS OFFER TO (If other than item 7) AO801 Office of Procurement 359 Ford HOB Washington, DC 20515				
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".										
SOLICITATION										
9. Sealed offers in original and <u> 2 </u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>Room 359 Ford House Office Building</u> until <u>2:00 PM</u> local time <u>01/27/2004</u> (Hour) (Date)										
CAUTION - LATE submissions, Modifications, and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.										
10. FOR INFORMATION CALL:		A. NAME Emily Tuck			B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 202 225-0668		C. E-MAIL ADDRESS emily.tuck@mail.house.gov			
11. TABLE OF CONTENTS										
(X)	SEC.	DESCRIPTION		PAGE(S)	(X)	SEC.	DESCRIPTION		PAGE(S)	
PART I - THE SCHEDULE					PART II - CONTRACT CLAUSES					
	A	SOLICITATION/CONTRACT FORM		1		I	CONTRACT CLAUSES		17-18	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS		2-4	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.					
	C	DESCRIPTION/SPECS./WORK STATEMENT		5-6		J	LIST OF ATTACHMENTS		19	
	D	PACKAGING AND MARKING		7	PART IV - REPRESENTATIONS AND INSTRUCTIONS					
	E	INSPECTION AND ACCEPTANCE		8		K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS		20-21	
	F	DELIVERIES OR PERFORMANCE		9-11						
	G	CONTRACT ADMINISTRATION DATA		12-15		L	INSTRS., CONDS., AND NOTICES TO OFFERORS		22-23	
	H	SPECIAL CONTRACT REQUIREMENTS		16		M	EVALUATION FACTORS FOR AWARD		24	
OFFER (Must be fully completed by offeror)										
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.										
13. DISCOUNT FOR PROMPT PAYMENT (See Section I)				10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)			
14. ACKNOWLEDGMENT OF AMENDMENTS (the offeror acknowledges receipt of amend - ments to the SOLICITATION for offerors and related documents numbered and dated):				AMENDMENT NO.		DATE		AMENDMENT NO.		DATE
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY			16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)				
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.		<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.				17. SIGNATURE		18. OFFER DATE		
AWARD (To be completed by Government)										
19. ACCEPTED AS TO ITEMS NUMBERED				20. AMOUNT		21. ACCOUNTING AND APPROPRIATION				
22. [BLANK] <input type="checkbox"/> [BLANK] <input type="checkbox"/> [BLANK]						23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM		
24. ADMINISTERED BY (If other than Item 7)				CODE	25. PAYMENT WILL BE MADE BY CODE					
26. NAME OF CONTRACTING OFFICER (Type or print)						27. U.S. HOUSE OF REPRESENTATIVES (Signature of Contracting Officer)		28. AWARD DATE		
IMPORTANT - Award will be made on this Form or by other authorized official written notice.										

Line Item Summary	Document Number OPR04000122	Title Communications-Printing	Page 2 of 24
----------------------	--------------------------------	----------------------------------	-----------------

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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Contact person Jim Tiani 202-225-7158

0001	Printing Services		0.00	ea	\$ _____	\$ _____
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The pricing will be in accordance with the pricing schedule in Section J attachment 1. The vendor will be notified via email bt the COR on a Weekly, Bi-Weekly or Rusch order basis of the requirements.

0001AA	Printing Services - one year renewal option			ea	\$ _____	\$ _____
						OPTION PERIOD

Torod Neptune 202-225 6969 will notify the vendor via email regarding the weekly and Bi -weekly printing service requirements. Rush order projects will be handled on an as needed basis communicated via email. OP to be copied on respective emails.

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 3 of 24
---------------------	------------------------------------	--	--------------

TABLE OF CONTENTS

SECTION C -- Descriptions and Specifications	5
C.1 Detailed Statement of Work	5
SECTION D -- Packaging and Marking	7
D.1 Payment of Postage and Fees	7
D.2 Marking	7
D.3 Packaging	7
SECTION E -- Inspection and Acceptance	8
E.1 Failure to Perform	8
E.2 Inspection and Acceptance	8
SECTION F -- Deliveries or Performance	9
F.1 Period of Performance	9
F.2 Option to Extend the Term of the Contract	9
F.3 Notice to the House of Delays	9
F.4 Suspension and Debarment	9
F.5 Liquidated Damages	10
F.6 Payment for Non-Performance	11
F.7 Termination	11
SECTION G -- Contract Administration Data	12
G.1 Modifications	12
G.2 Invoices	12
G.3 Invoice Follow-ups	12
G.4 Authorized House Representatives	12
G.5 Authorized Contractor Representative	14
G.6 Key Personnel	14
G.7 Post Award Conference	14
G.8 Progressive Steps to ensure Satisfactory Contract Performance	14
SECTION H -- Special Contract Requirements	16
H.1 Benefits to Members of Congress	16
H.2 News Releases	16
H.3 Affirmation of Non-Disclosure	16
H.4 Data Ownership/Transfer/Access	16
SECTION I -- Contract Clauses	17
I.1 Type of Contract	17
I.2 Authorized Changes Only by the Contracting Officer	17
I.3 Observance of Laws	17
I.4 Disputes	17
I.5 Availability of Funds	17
I.6 Release of Claims	17
I.7 Order of Precedence	18
I.8 Liability of the House	18
I.9 Liability of the Contractor	18
I.10 Termination	18
I.11 Gratuities	18
I.12 House Rules	18
SECTION J -- List of Documents, Exhibits and Other Attachments	19
J.1 Attachments	19
SECTION K -- Representations, Certifications and Other Statements of Offerors	20
K.1 General Requirements	20
K.2 Financial Information	20
K.3 Company Background	20
K.4 Eligibility for Award	20
K.5 Authorized Company Officials	20
K.6 Signature	21
SECTION L -- Instructions, Conditions and Notices to Bidders	22
L.1 Content of Proposals	22
L.2 Delivery of Proposals - FAX & e-mail	22
L.3 Acknowledgement of Amendments to Solicitations	22

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 4 of 24
---------------------	------------------------------------	--	--------------

L.4	Information Distribution and Contacts	22
L.5	Restriction on Disclosure and Use of Data	23
SECTION M --	Evaluation Factors for Award	24
M.1	Evaluation Factors for Award	24
M.2	Contract Award	24

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 5 of 24
---------------------	------------------------------------	--	--------------

SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 DETAILED STATEMENT OF WORK

1 GENERAL INFORMATION

1.1 PURPOSE

The purpose of this effort is to acquire printing services for the Inside the CAO monthly newsletter, bi-weekly bulletin as well as other services on an as-needed basis.

1.2 BACKGROUND

The Chief Administrative Officer (CAO) Communications Team produces a monthly, employee newsletter, Inside the CAO and a Bi-Weekly Bulletin, which is distributed to all CAO employees. The purpose of the newsletter is to inform CAO employees of upcoming events, strategic changes within the organization, and to recognize outstanding employees.

1.3 SCOPE

This Statement Of Work (SOW) establishes and defines the contractor's responsibilities for printing the bi-monthly bulletin and monthly newsletter and other as-needed printing services as described in 1.4 Objectives. The contractor shall:

Furnish necessary qualified personnel, materials, facilities and other services required to produce the monthly newsletter, Bi-Weekly Bulletin and other as needed printing services (note printing equipment is required not copying).

Provide all services in strict conformance with the standard industrial business practices of the transportation, moving and warehousing industry. The contractor shall comply with all national and international federal, state, and local laws, ordinances, and regulations governing labor, transportation, moving, and warehouse services.

1.4 OBJECTIVES

<u>Performance Objective</u>	<u>SOW Paragraph</u>	<u>Deliverables</u>
A) Monthly Newsletter 6, 8, or 12 page newsletter Size 11" x 17"	2.1.1	100% of all newsletters will be produced according to the specifications set forth in this SOW and the established timeframes which will be developed This newsletter does not have to be folded.
B) Rush printing services 4 color, 8 ½ x 11 flyers & to 48 x 60 posters	2.1.2	100% of all Rush Work Order Requests are satisfactorily completed within the required time (24 or 48 hours) frame(s).
C). Bi-Weekly Bulletin		100% of the newsletters will be produced according to the specifications in set forth in the SOW.

2 SPECIFIC TASKS

2.1 Monthly Newsletter

The contractor shall print the monthly newsletter on a timely basis. The CAO Communications team will provide QuarkXPress mechanicals to the contractor. The contractor will adjust traps, knock-outs and adjust for dot gain as necessary. It is the contractor's responsibility to ensure correct and high quality output. Upon completion of project, the contractor must send all hi-res images scanned by the printer to CAO Communications team in a PC/Photoshop compatible format.

2.1.1 Six, eight or twelve-page, Four Color, no bleed Newsletter

Flat size: TDB/by press Folded size: 8.5" x 11"

Quantity: 500 / 750 / 1,000 / 1,500

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 6 of 24
---------------------	------------------------------------	--	--------------

Paper: 70# text bright white coated or 70# text bright white dull coated

Ink / Varn / Aque: ALL 4/4 cmyk

High resolution images supplied on disk unless otherwise specified

Proofing: Provide a composite color proof and a Blueline Proof

Binding: Saddle stitch binding

Finishing: Trim and Fold
Shrink wrap in 50 count packs and convenient cartons

Please address percent of production overruns in the pricing schedule.

2.1.2 Rush printing services on an as needed basis.

Contractor shall provide rush printing services for various items including flyers and posters. The contractor shall produce the finished materials within 24 or 48 hours of the request.

2.1.3 Bi Weekly Bulletin.

Two color copy , 11" x 7 " tabloid, folded to 8 1/2 "x 11" quantities 4,500, 5,500 or 6,500

2.1.4 Production Leadtimes.

Please identify the production time required from the **date of approval by The House of blue line (copy) to receipt of the finish product to the House** for both the Bi- Weekly Bulletin and Monthly Newsletters. For rush services, the timeframe has been identified.

2.1.5 Delivery

The method of delivery of finished product(s) to the House site will be determined based upon production leadtimes (e.g. overnight, hand delivered)

2.1.6 Other information.

Please utilize attachment 1 for your pricing proposal. If you believe there are other economic runs available please advise and provide those prices as an option .

Please advise what type of format you would like the copy in e.g. disc, email. Is their a specific program required.

Please provide 2 samples each of a Bulletin, Monthly Newsletter and Poster or an as equal with your submission.

In your technical Section of the proposal please identify what type of printing equipment you will be utilizing. (e.g manufacture model capacity etc.)

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 7 of 24
---------------------	------------------------------------	--	--------------

SECTION D -- PACKAGING AND MARKING

D.1 HC.4.002 PAYMENT OF POSTAGE AND FEES

MAY 2001

All postage and fees related to submitting information, including forms, reports, etc., to the House of Representatives shall be paid by the contractor.

D.2 HC.4.004 MARKING

AUGUST 2002

All information submitted, including forms, reports, etc. to the Contracting Officer or Contracting Officer's Representative, or as specified in the contract, shall clearly indicate the contract number and task order number for which the information is being submitted.

D.3 HC.4.005 PACKAGING

AUGUST 2002

Preservation, packaging, and packing for all items delivered hereunder shall be in accordance with commercial practice and adequate to ensure acceptance by common carrier and safe arrival at destination. Printing, copying, and finishing (e.g., binding of packages) shall be accomplished in the most economical manner consistent with commercial practices. **Method of Delivery of finished product(s) to the House will be determined based upon production leadtimes**

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 8 of 24
---------------------	------------------------------------	--	--------------

SECTION E -- INSPECTION AND ACCEPTANCE

E.1 HC.5.004 FAILURE TO PERFORM

AUGUST 2002

If the Contractor fails to promptly perform the services or to take the necessary action to ensure future performance in compliance with contract requirements, the CO may:

- a. Refer to Section F, HC.6.009, Payment for Non-performance.
- b. Reduce the contract price to reflect the reduced value of the services performed; or
- c. Terminate the contract for default.

E.2 HC.5.005 INSPECTION AND ACCEPTANCE

AUGUST 2002

a. Inspection and acceptance of services to be furnished hereunder shall be performed at place of performance or destination, by the COR, in accordance with provisions specified in this contract and applicable task orders. The COR reserves the right to conduct any quality assurance reviews and tests it deems necessary to assure that the services provided conform in all respects to the contract specifications. Services which upon quality assurance reviews are found not to be in conformance with contractual specifications shall be promptly rejected and notice of such rejection, together with appropriate instructions, including resolution time, will be provided to the Contractor by the CO. Deficiencies thus reported shall be corrected by the Contractor in a timely period as specified by such quality assurance reviews or, with written request for an extension, mutually agreed to by the parties.

b. Written notification of negative quality assurance review results will be furnished within thirty (30) days after completion of quality assurance reviews.

c. All subcontracts let by the Contractor shall be subject to the CO's written approval and the provisions specified above, as noted at the time of approval.

d. All facilities utilized by the Contractor in performance of work under this contract shall be subject to inspection by officials of the House and the Architect of the Capitol.

e. The Contractor shall respond to all quality assurance reports within the time frame specified in each quality assurance review, annotating what actions have been taken.

f. The CO shall have the right to send his representative into areas assigned for the use of the Contractor's employees, at any time, for quality assurance or other purposes approved by the CO.

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 9 of 24
---------------------	------------------------------------	--	--------------

SECTION F -- DELIVERIES OR PERFORMANCE

F.1 HC.6.001 PERIOD OF PERFORMANCE MAY 2001

Contract period of performance shall extend for **one year from date of award.**

F.2 HC.6.003 OPTION TO EXTEND THE TERM OF THE CONTRACT MAY 2001

a. The House may extend the term of this contract up to **two times for a period of 12 months each**. Preliminary written notice to the contractor of the House's intention to exercise these options will be at least **30 days before the contract expires**. The preliminary notice does not commit the House to an extension.

b. The total duration of this contract, including the exercise of any options under this clause shall not exceed **three years (36 months)**

F.3 HC.6.005 NOTICE TO THE HOUSE OF DELAYS MAY 2001

In the event the contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract, or whenever the contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the contractor shall immediately notify the customer and the COR by telephone and follow-up in writing to the COR, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the House of any delivery schedule or date, or any rights or remedies provided under this contract.

F.4 HC.6.007 SUSPENSION AND DEBARMENT MAY 2001

a. Suspension of a contractor temporarily disqualifies that contractor from contracting with the House as a prime and/or House-approved subcontractor, in full or in part. The contracting officer initiates suspensions.

(1) When the contractor and any specifically named affiliates are suspended, the contracting officer shall advise the firm immediately by certified mail, return receipt requested:

(a) That the firm has been suspended and that the suspension is based on an indictment or other adequate evidence that the contractor has committed irregularities (i) of a serious nature in business dealings with the House or (ii) seriously reflecting on the propriety of further House dealings with the contractor. Any such irregularities shall be described in terms sufficient to place the contractor on notice without disclosing the House's evidence;

(b) That the suspension is for a temporary period pending the completion of an investigation and such legal proceedings as may ensue;

(c) Of the cause(s) relied upon for imposing suspension;

(d) Of the extent and effect of the suspension; and

(e) That, within 30 days after receipt of the notice of suspension, the contractor or its representative may submit, in writing or in person, information and argument in opposition to the suspension, including any additional specific information that raises a genuine dispute over the material facts.

(2) Suspension shall be for a temporary period pending the completion of investigation and any ensuing legal proceedings, unless sooner terminated by the suspending official or as provided in this subsection.

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 10 of 24
---------------------	------------------------------------	--	---------------

(3) If the investigation is not concluded or legal proceedings are not initiated within 12 months after the date of the suspension notice, the suspension shall be terminated.

b. Debarment refers to action by the CAO to exclude a contractor from future House awards and House-approved subcontracting, in full or in part, for a reasonable, specified period.

(1) Upon conclusion of the investigation resulting from a suspension, if the contracting officer should determine that debarment is in order, he or she shall prepare a report on the investigation along with such recommendations regarding debarment, for submission to the CAO.

(2) A notice of proposed debarment shall be issued by the contracting officer advising the contractor and any specifically named affiliates, by certified mail, return receipt requested:

(a) That debarment is being considered;

(b) Of the reasons for the proposed debarment in terms sufficient to put the contractor on notice of the conduct or transaction(s) upon which it is based;

(c) Of the cause(s) relied upon for proposing debarment;

(d) Within 30 days after receipt of the notice, the contractor or its representative may submit to the CAO, in writing through the contracting officer or in person, information and argument in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts;

(e) Of the effect of the issuance of the notice of proposed debarment; and

(f) Of the potential effect of an actual debarment.

c. In the event that the CAO makes a determination to impose debarment, the contracting officer shall give the contractor and any affiliates involved prompt notice by certified mail, return receipt requested:

(a) Referring to the notice of proposed debarment;

(b) Specifying the reasons for debarment;

(c) Stating the period of debarment, including effective dates; and

(d) Advising that the debarment is effective throughout the House, unless the CAO determines that limited business dealings between the House and the contractor are justified.

d. The decision of the CAO on the merits of a debarment shall be final. A decision may be appealed by the contractor, in writing, within 10 days of receipt of notification of the decision, to the Committee on House Administration, only in the event that the CAO failed to follow the procedures established herein.

F.5 HC.6.008 LIQUIDATED DAMAGES

MAY 2001

If the contractor fails to perform the services specified in this contract, or any extension, the House may terminate this contract under the Termination clause of the contract. The contractor shall be liable for fixed, agreed and liquidated damages as provided in Section F "Payment for Non-performance", accruing until the time the House may reasonably obtain delivery or performance of similar services.

The contractor shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without fault or negligence of the contractor.

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 11 of 24
---------------------	------------------------------------	--	---------------

F.6 HC.6.009 PAYMENT FOR NON-PERFORMANCE

SEPTEMBER 2001

In the event that the contractor fails to perform as stipulated in the statement of work, and such failure is not for a reason beyond the control of the contractor, the House may charge 1% of the total contract cost per day and may obtain performance from another source and charge and collect all costs plus a 15% administrative fee from the contractor.

F.7 HC.6.014 TERMINATION

AUGUST 2002

Relative to termination of this contract, it is mutually agreed:

a. The CO may terminate this agreement at any time, in whole or in part, in the event of breach by the Contractor, or upon 30 days written notice at the convenience of the House.

b. If this Contract is terminated, the rights, duties and obligations of the parties, including compensation to the Contractor shall be in accordance with this contract and in effect on the date of the Contract. No liability will inure to either party for terminations rendered pursuant to this Contract when done at the convenience of the House.

c. Upon termination (including expiration) the Contractor will:

(1) Surrender all employee identification cards, decals, keys, etc. issued by the U.S. House of Representatives, for all Contractor representatives and employees on the effective date to COR.

(2) Complete satisfactory settlement of all customer complaints and claims.

(3) Comply with House requirements designed to ensure a smooth transition to any successor Contractor.

(4) Yield up the premises and all House-furnished property, clean and in as good order and condition as when received, damages due to acts of God or the U.S. Government and ordinary wear and tear excepted, on the effective date.

(5) Promptly remove all Contractor-furnished equipment and fixtures, tools and supplies. Upon failure to remove Contractor's property, the CO may cause Contractor's property to be removed and stored in a warehouse at Contractor's expense. If the Contractor fails to act, this contract authorizes and empowers the CO to take possession of Contractor's property and dispose of same by public or private sale without notice and out of the proceeds of sale, satisfy all costs and indebtedness to the House.

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 12 of 24
---------------------	------------------------------------	--	---------------

SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 HC.7.002 MODIFICATIONS

MARCH 2001

Administrative changes, e.g. address corrections, are approved by the CO and all other changes, modifications, additions or deletions, which change the scope of this contract, must be prepared in writing as formal modifications signed by both parties.

G.2 HC.7.003 INVOICES

MAY 2001

The Debt Collection Improvement Act of 1996 requires that federal agencies pay recipients by electronic funds transfer (EFT). EFT is an improved, convenient, and secure method of payment. If you have not already provided the House your financial institution routing and account numbers, to obtain an automated clearing house (ACH) enrollment form please call the EFT help line at 202-226-2277.

A summary invoice shall be submitted to Allison Rauls, and will include the following information at a minimum:

- a. Contract number, task or purchase order number, and service time period;
- b. Member, committee, or other House office name and location;
- c. Itemized list of equipment covered and costs to include the following, if available:
 - 1) Description;
 - 2) Originating purchase order number;
 - 3) Serial number; and,
 - 4) House inventory control number.
- d. For time and material service plans, the invoice must also include:
 - 1) Date of service call;
 - 2) Itemized list of time and material provided; and,
 - 3) Signed service tickets must be attached.

Under no circumstances will the contractor send invoices directly to the office where the equipment is located or service provided; nor will that office be contacted regarding possible billing of discrepancies or problems. The House does not pay federal, state or local taxes unless mandated by law.

G.3 HC.7.004 INVOICE FOLLOW-UPS

MAY 2001

All follow-up invoices shall be marked "Duplicate of Original" on all pages. Contractor questions regarding payment information or check identification should be directed to the COR for follow-up with appropriate financial personnel.

G.4 HC.7.007 AUTHORIZED HOUSE REPRESENTATIVES

MAY 2001

a. Contracting Officer:

William L. Dellar
Associate Administrator, Office of Procurement
Room 359, Ford House Office Building, U.S. House of Representatives
Washington, DC 20515
Telephone: (202) 225-2921 Fax: (202) 226-3850

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 13 of 24
---------------------	------------------------------------	--	---------------

The contracting officer has the overall responsibility for the award and administration of this contract. The contracting officer alone, without delegation, is authorized to take actions on behalf of the House to amend, modify, or deviate from the contract terms, conditions, requirements, specifications, details, and/or delivery schedules. However, the contracting officer may delegate certain other responsibilities to authorized representatives.

Additional responsibilities of the CO are as follows:

Reviewing the COR's reports and indicating acceptance or rejection. If rejected, the CO will note the reason for the rejection and recommend any changes that will bring the report into acceptance. The CO will forward these reports back to the COR.

The CO is required to approve all contract modifications, including cost changes.

b. Contracting Officer's Representative:

The COR, to be appointed by the contracting officer is designated to assist in the discharge of the contracting officer's responsibilities when the CO is unable to be directly in touch with the contract work. The responsibilities of the COR include, but are not limited to: determining the adequacy of performance and/or the timeliness of delivery by the Contractor in accordance with the terms and conditions of this contract; acting as the contracting officer's representative in charge of work at the site; ensuring compliance with the contract requirements insofar as the work is concerned; advising the contracting officer and contract administrator of any factors which may cause delays in delivery and/or performance of the work; reviewing and approving contractor invoices and conducting or witnessing the conduct of any inspections and/or tests that may be required by the contract. The COR does not have the authority to make any changes to the terms, conditions, requirements, or pricing of the contract or direct the contractor to perform services outside of the scope of the contract.

Additional responsibilities of the COR are as follows:

Reviews and approves the status from, and performance reports on, the contractor.

Processing of contractor invoices.

Submission of a monthly summary report to the CA- The COR will prepare a monthly summary report to be provided to the CO during the first week of each month. The monthly summary report, based on the contractor's status reports, performance reports, and a synopsis of the monthly meetings will include: a summary of work performed/in-process/completed to date (including major accomplishments and/or anticipated delays), performance measurements, outstanding and/or potential issues, and the status of any game plan to cure a performance discrepancy.

Establishing and adhering to, at a minimum, a monthly status/progress meeting with the contractor and designated House staff.
Maintaining minutes of those meetings.

Providing the CA with all contract related documents (e.g. signed invoices, reports) for the official contract file.

c. Contract Administrator

Emily Tuck, Procurement Specialist, Office of Procurement
Room 356 Ford House Office Building
U.S. House of Representatives
Washington, DC 20515
Telephone: (202) 225-0668 Fax: (202) 226-2214

The contract administrator prepares and issues all modifications to the contract, maintains the contract file with all reports, contractual nomenclature, and approved invoices, and responds to contractual inquiries or concerns from the COR or contractor on behalf of the CO.

The CA is also responsible for:

Ensuring all required documents are in the contract file.

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 14 of 24
---------------------	------------------------------------	--	---------------

Attending status meetings on behalf of the CO.

Reviewing invoices and written reports.

G.5 HC.7.008 AUTHORIZED CONTRACTOR REPRESENTATIVE MAY 2001

The contractor shall identify the authorized contractor representative (ACR). Provide name, title, company name, address, and phone and fax number:

The ACR shall furnish written notice of any delay or potential situation that may cause delay in their capability to meet the delivery and/or performance schedule set forth in this contract. Such notice may be provided verbally to the COR and contracting officer, then followed-up in writing within 4 hours after the verbal notice. The notification shall fully describe the cause for delay, the expected date of delivery and/or performance, and any remedies the contractor proposes to mitigate the delay. This notification does not relieve the contractor of its obligation to meet the delivery and/or performance requirements of this contract nor should this notification be construed as a waiver by the House of any delivery schedule or date, performance requirements, or any rights or remedies provided under this contract.

G.6 HC.7.009 KEY PERSONNEL MAY 2001

The contractor shall assign key personnel by name and title. The contractor represents that the following individual(s) are key personnel who will provide the services to the House in connection with this contract. At a minimum, the contractor shall designate a program manager as key personnel.

For each personnel please provide the following information: individual's name, title, telephone number, and e-mail address.

The contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment or requested by the CO. Contractor personnel assigned to this contract as Key Personnel are subject to approval of the CO. The contractor must notify the contracting officer (CO) of changes to the key personnel 30 calendar days prior to removal from the contract. Replacement personnel must be accepted in writing by the CO. The CO may require substitution of key personnel from contractor, and may require additional personnel to be added to the project. Proposed substitutes to key personnel must have qualifications equal to or better than those approved at the pre-award stage and be accepted, in writing, by the CO. The CO will notify the contractor after receipt of all required information (including resumes of substitutes) of the decision on substitutions within 10 business days.

G.7 HC.7.010 POST AWARD CONFERENCE MAY 2001

A post award conference will be held with the contractor to review contract administration issues that are contained in Section G.

G.8 HC.7.011 PROGRESSIVE STEPS TO ENSURE SATISFACTORY CONTRACT PERFORMANCE AUGUST 2002

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 15 of 24
---------------------	------------------------------------	--	---------------

The Contractor shall bring all performance issues to the immediate attention of the COR. Likewise, the COR shall bring all real or apparent performance issues to the immediate attention of the Contractor. These issues once raised will be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of the contract.

Issues that cannot be resolved between the Contractor and the COR, or resolution that would require a modification to the contract, will be brought to the immediate attention of the CA. The CA in conjunction with the COR, Contractor, and as may be required other subject matter experts, will attempt to resolve performance issues to the mutual satisfaction of both parties. If a modification to the contract is required the CA will make a recommendation to the CO and if approved prepare the modification and obtain all necessary approvals and signatures.

Issues that cannot be resolved by the CA will be brought to the attention of the CO who may pursue any of the remedies provided for under this contract up to and including termination.

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 16 of 24
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SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1 HC.8.005 BENEFITS TO MEMBERS OF CONGRESS MAY 2001

No Member, Delegate, Resident Commissioner, Officer of the House or Procurement Officer shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

H.2 HC.8.006 NEWS RELEASES MAY 2001

No news releases, press conferences or advertisements pertaining to this contract will be made without prior written approval of the CO.

H.3 HC.8.007 AFFIRMATION OF NON-DISCLOSURE AUGUST 2003

Due to the sensitive and confidential nature of information that the contractor may come in contact with during the performance of work at the House, the contractor and all personnel associated with this contract shall sign an "Affirmation of Non-Disclosure" (Section J) prior to commencing work. The Affirmation of Non-Disclosure states in part that the individual signing the form agrees and understands they will not disclose any private or privileged information received in the course of service to the House.

H.4 HC.8.010 DATA OWNERSHIP/TRANSFER/ACCESS JUNE 2001

The House and contractor agree that all data procured under this contract and data transferred by the House to the contractor shall remain the exclusive property of and in the exclusive control of the House. Parties further agree that access to or release of such information shall be governed by the laws applicable to the House. The contractor agrees to notify the House immediately if anyone requests any access to House information and further agrees not to provide access to or release any information without prior written approval by the House contracting officer. This includes Freedom of Information Act (FOIA) requests.

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 17 of 24
---------------------	------------------------------------	--	---------------

SECTION I -- CONTRACT CLAUSES

I.1 TYPE OF CONTRACT

This contract will be an Indefinite Delivery Indefinite Quantity Contract (IDIQ)

I.2 HC.9.001 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER MAY 2001

a. Except as specified in paragraph (b) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change under this contract.

b. The contractor shall not comply with any order, direction or request of House personnel, unless issued in writing and signed by the CO, subject to the policy direction and oversight of the Committee on House Administration, or made pursuant to specific authority otherwise included in this contract.

c. The CO is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, said authority remains solely with the CO. In the event the contractor effects any change(s) at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof.

I.3 HC.9.002 OBSERVANCE OF LAWS MAY 2001

The contractor shall comply with all applicable laws of the United States.

I.4 HC.9.003 DISPUTES MAY 2001

Any dispute shall be decided by the CO, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the contractor. Within thirty (30) calendar days from the receipt of such copy, the contractor may appeal in writing by mail to the CAO. The CAO's decision shall be final. The contractor may appeal the CAO's decision to the Committee on House Administration only for violations by the CAO for failure in following procedural guidelines within 30 calendar days of the CAO final decision. If no such appeal is taken, the decision of the CO shall be final and conclusive. In connection with any proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute, the contractor shall proceed diligently with the performance of the contract and in accordance with the CO's decision.

I.5 HC.9.004 AVAILABILITY OF FUNDS MAY 2001

The House's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the House for any payment may arise until funds are made available to the contracting officer for this contract.

I.6 HC.9.006 RELEASE OF CLAIMS MAY 2001

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 18 of 24
---------------------	------------------------------------	--	---------------

After completion of work, and prior to final payment, the contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

I.7 HC.9.007 ORDER OF PRECEDENCE MARCH 2002

In the event of an inconsistency between provisions of this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) contract statement of work; (b) other provisions of this contract, whether incorporated by reference or otherwise.

I.8 HC.9.010 LIABILITY OF THE HOUSE JUNE 2002

Consistent with the Federal Tort Claims Act (28 U.S.C. § 2671, et seq.), the House shall not be liable for any injury to the contractor's personnel or damage to the contractor's property unless such injury or damage is due to negligence or a wrongful act or omission on the part of the House.

I.9 HC.9.011 LIABILITY OF THE CONTRACTOR JUNE 2002

Contractor assumes all risk of loss of or damage to any property of the House entrusted to contractor while in contractor's possession or otherwise under contractor's control. In the event of loss or irreparable damage, contractor shall promptly reimburse the House for the value of the article. Any other damage shall be promptly repaired by contractor at contractor's expense.

I.10 HC.9.012 TERMINATION JUNE 2002

The House has the right to terminate this order in whole or in part at any time with 30 day written notice to the contractor. In such event, contractor may claim only properly supported out-of-pocket costs plus a reasonable amount of demonstrable related charges for the work already performed, all to be determined in accordance with generally accepted accounting procedures. For specially prepared products, unique to the House's order, any partially completed work or raw materials whose full costs are included in the termination charges shall be identified in writing and held by contractor for disposition in accordance with the House's written instructions. Notwithstanding the foregoing, the House reserves the right to cancel all or any part of the undelivered portion of this order, without liability, in addition to the House's other rights and remedies, if contractor breaches any of the terms and conditions herein.

I.11 HC.9.013 GRATUITIES JUNE 2002

This order may be terminated if it is determined by the House that a gratuity (e.g., an entertainment or gift) was offered or given to any Member, officer, or employee of the House with the intention of obtaining this order or gaining favorable treatment under this order. No Member, officer, or employee of the House shall share any personal benefit of this order.

I.12 HC.9.015 HOUSE RULES MAY 2002

This contract shall be governed in accordance with House Rules and regulations and all applicable statutes regarding performance and any dispute arising therefrom.

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 19 of 24
---------------------	------------------------------------	--	---------------

SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J.1 ATTACHMENTS

Attachments Section J **OPR04000122**

<u>Item number</u>	<u>Title</u>	<u>Number of pages</u>
1	Pricing Schedule	2
2	Affirmation of Non Disclosure	1

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 20 of 24
---------------------	------------------------------------	--	---------------

SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 HC.11.001 GENERAL REQUIREMENTS

JULY 2001

Offerors shall be individuals, partnerships, or corporations regularly engaged in the business covered by the specifications and possessed of satisfactory financial resources and technical ability, and of equipment and organization to insure satisfactory completion of the contract, and who have established a satisfactory record in the past. Offerors shall, if requested by the CO, furnish promptly any information, which the CO may consider necessary to establish their competency for the work.

The offeror certifies by submission of this proposal and resultant contract that the offeror has not publicly or privately colluded with any other offeror to fix prices or conditions of this contract.

K.2 HC.11.002 FINANCIAL INFORMATION

JULY 2001

The offeror shall furnish company financial data for the last five (5) years at a minimum. To comply with this requirement, the offeror shall furnish copies of financial statements or Annual Reports published.

K.3 HC.11.004 COMPANY BACKGROUND

JULY 2001

All offerors will be required to submit proposals to include the following information concerning the company background:

- a. Legal name of the company.
- b. Substance abuse policy and/or drug free work place policy and procedures, if applicable.
- c. Equal opportunity policy and compliance with House standards.
- d. Disclose any lawsuits in which the Company is a named defendant within the last five years and status of each such case.

K.4 HC.11.007 ELIGIBILITY FOR AWARD

JULY 2001

The offeror certifies that it is eligible for award of a contract resulting from this solicitation and that it has not been barred, suspended or otherwise rendered ineligible for award of a federal government contract, nor has the offeror within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, state or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and, is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision.

K.5 HC.11.017 AUTHORIZED COMPANY OFFICIALS

AUGUST 2002

The offeror represents that the following individual(s) are authorized to negotiate on its behalf with the House in connection with this RFP. Please provide the following information in table on each individual: individual's name and title, telephone number, e-mail address.

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 21 of 24
---------------------	------------------------------------	--	---------------

K.6 HC.11.019 SIGNATURE

AUGUST 2002

I certify that these representations, certifications, and other statements are complete and accurate to the best of my information, knowledge, and belief.

NAME OF OFFEROR

DATE

SIGNATURE OF PERSON
AUTHORIZED TO SIGN

PRINTED NAME OF PERSON
AUTHORIZED TO SIGN

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 22 of 24
---------------------	------------------------------------	--	---------------

SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 HC.12.002 CONTENT OF PROPOSALS

OCTOBER 2001

The proposal shall be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. It is important that the proposal be organized as specified since the score sheet used during the evaluation will parallel the order specified in the solicitation. Offerors are reminded to avoid excessively lengthy or overly extravagant proposals. Proposals that do not address all of the elements and requirements, in the order contained herein, may be disqualified from further consideration.

The proposal shall be divided into the following distinct and marked parts:

- (1) Section A of RFP. The offeror shall insert Section A of this solicitation with all required/applicable blocks completed.
- (2) Price Schedules (Attachment 1) Offeror shall complete this page and provide a proposed price which will address all requirements as well as others the offeror may wish to offer.
- (3) "Section G Contract Administration". Offeror shall complete the required sections of Section G.
- (4) Section K - Representations, Certifications, And Statements of Offerors." Offeror shall complete the required clauses of Section K.
- (5) Technical Proposal - product sample and specifications must comply with Section C.
- (6) Provide pertinent experience and qualification in conducting similar services as stated in the solicitation, and specifically, corporate stability and sound organizational qualities. Demonstrated financial capability sufficient to provide resources to finance day-to-day operations for legislative branch customers.
- (7) Offeror shall provide references for three current or recent (within three years) customers and five past customer, preferably in the public sector. List the agency name and address, name and title of the client contact and telephone number.

L.2 HC.12.005 DELIVERY OF PROPOSALS - FAX & E-MAIL

OCTOBER 2001

The House will accept e-mail proposals by the time and date specified in Section A. Send proposals to Emily Tuck at Emily.Tuck@mail.house.gov. Late proposals may not be accepted by the CO.

Proposals may be withdrawn by fax or e-mail received at any time before award. Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

L.3 HC.12.007 ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS

JULY 2001

Offerors shall acknowledge receipt of any amendments to this solicitation requiring bi-lateral signature;

- (1) by signing and returning the amendment or
- (2) by identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer; or

L.4 HC.12.008 INFORMATION DISTRIBUTION AND CONTACTS

JULY 2001

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 23 of 24
---------------------	------------------------------------	--	---------------

It is the intention of the House to provide equal treatment of all offerors involved in the proposal and award process. To achieve this goal we intend to provide all information relevant to the process to all participating offerors. Such information will include the distribution of all questions and answers to all participants. All questions from offerors should be submitted via e-mail to Emily Tuck (Emily.Tuck@mail.house.gov) by 2pm on January 6, 2004.

The primary contact for all communications and questions is:

Emily Tuck
U.S. House of Representatives
Office of Procurement
356 Ford Building
Washington, D.C. 20515
Telephone: (202) 225-0668

L.5 HC.12.009 RESTRICTION ON DISCLOSURE AND USE OF DATA JULY 2001

Offerors or quoters who include in their proposals or quotations data that they do not want disclosed to the public for any purpose or used by the House except for evaluation purposes, shall:

(1) Mark the title page with the following legend:

"This proposal or quotation includes data that shall not be disclosed outside the House and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of--or in connection with--the submission of this data, the House shall have the right to duplicate, use, or disclose the data, including cost and pricing data, to the extent provided in the resulting contract. This restriction does not limit the House's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets numbered [insert number(s)]," and

(2) Mark each sheet of data to be restricted with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

Solicitation	Document No. OPR04000122	Document Title Communications-Printing	Page 24 of 24
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SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 HC.13.001 EVALUATION FACTORS FOR AWARD

JULY 2001

The House intends to make a single award to an offeror whose proposal meets the minimum requirements as stated in this RFP. Proposals will be evaluated based on the following evaluation factors.

- (1) Production Leadtimes
- 2) Technical Approach
- (3) Corporate Capabilities & Past Performance
- (4) *Price

*The proposal is presumed to represent the offeror's best efforts to respond to the solicitation. Any inconsistency, whether real or apparent between promised performance and price, must be explained in the proposal. For example, if unique and new approaches are the basis for an abnormally low estimate, the nature of these approaches and their impact on price must be explained. Any significant inconsistency, if unexplained, raises a fundamental issue of the offeror's understanding of the nature and scope of the work required. It also may reflect on the offeror's ability to perform the contract within the financial restraints and may be cause for rejection of the proposal. The burden of proof as to price credibility rests with the offeror.

1. Risk Assessment. Price proposals will be evaluated to identify and assess potential risks, which may be inherent in the offeror's approach. The estimated costs to correct any deficiencies in the offeror's proposal will also be evaluated.

2. Price Realism. Proposed pricing will be evaluated not only to determine if the price is reasonable, realistic, and affordable, but also to determine the offeror's understanding of the requirements.

M.2 HC.13.002 CONTRACT AWARD

JULY 2001

a. The House intends to award a single contract resulting from this solicitation to the responsible offeror whose offer conforms to this solicitation, taking into account the factors contained in M.1 "Evaluation Factors for Award".

b. The House may:

- (1) reject any or all offers, if such action is in its interest,
- (2) waive informalities and minor irregularities in offers received.

c. The House intends to evaluate proposals and to award a single contract without discussion. Therefore, each initial offer should contain the offeror's best terms. However, the CO reserves the right to conduct discussions if they are later determined to be necessary.

SOLICITATION AND OFFER				1. [BLANK]		Page 1 of 24	
2. CONTRACT NUMBER		3. SOLICITATION NUMBER <div style="text-align: center;">OPR04000122</div>		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED <div style="text-align: center;">12/22/2003</div>	
		6. REQUISITION/PURCHASE NUMBER <div style="text-align: center;">CAO0400001</div>					
7. ISSUED BY Office of Procurement 359 Ford Bldg. Washington, DC 20515 TEL: (202) 225-2921 ext. FAX: (202) 226-2213 ext.				CODE OP		8. ADDRESS OFFER TO (If other than item 7) AO801 Office of Procurement 359 Ford HOB Washington, DC 20515	
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".							
SOLICITATION							
9. Sealed offers in original and <u> 2 </u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>Room 359 Ford House Office Building</u> until <u>2:00 PM</u> local time <u>01/27/2004</u> (Hour) (Date)							
CAUTION - LATE submissions, Modifications, and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.							
10. FOR INFORMATION CALL:		A. NAME Emily Tuck		B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 202 225-0668		C. E-MAIL ADDRESS emily.tuck@mail.house.gov	
11. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
	A	SOLICITATION/CONTRACT FORM	1		I	CONTRACT CLAUSES	17-18
	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2-4	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT	5-6		J	LIST OF ATTACHMENTS	19
	D	PACKAGING AND MARKING	7	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE	8		K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS	20-21
	F	DELIVERIES OR PERFORMANCE	9-11				
	G	CONTRACT ADMINISTRATION DATA	12-15				
	H	SPECIAL CONTRACT REQUIREMENTS	16		L	INSTRS., CONDS., AND NOTICES TO OFFERORS	22-23
					M	EVALUATION FACTORS FOR AWARD	24
OFFER (Must be fully completed by offeror)							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.							
13. DISCOUNT FOR PROMPT PAYMENT (See Section I)			10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)	
14. ACKNOWLEDGMENT OF AMENDMENTS (the offeror acknowledges receipt of amend - ments to the SOLICITATION for offerors and related documents numbered and dated):			AMENDMENT NO.	DATE	AMENDMENT NO.	DATE	
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.		<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.			17. SIGNATURE		18. OFFER DATE
AWARD (To be completed by Government)							
19. ACCEPTED AS TO ITEMS NUMBERED			20. AMOUNT		21. ACCOUNTING AND APPROPRIATION		
22. [BLANK] <input type="checkbox"/> [BLANK] <input type="checkbox"/> [BLANK]					23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		
24. ADMINISTERED BY (If other than Item 7)			CODE		25. PAYMENT WILL BE MADE BY CODE		
26. NAME OF CONTRACTING OFFICER (Type or print)				27. U.S. HOUSE OF REPRESENTATIVES (Signature of Contracting Officer)			28. AWARD DATE
IMPORTANT - Award will be made on this Form or by other authorized official written notice.							

Line Item Summary	Document Number OPR04000122	Title Communications-Printing	Page 2 of 24
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Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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Contact person Jim Tiani 202-225-7158

0001	Printing Services		0.00	ea	\$ _____	\$ _____
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The pricing will be in accordance with the pricing schedule in Section J attachment 1. The vendor will be notified via email bt the COR on a Weekly, Bi-Weekly or Rusch order basis of the requirements.

0001AA	Printing Services - one year renewal option			ea	\$ _____	\$ _____
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OPTION PERIOD

Torod Neptune 202-225 6969 will notify the vendor via email regarding the weekly and Bi -weekly printing service requirements. Rush order projects will be handled on an as needed basis communicated via email. OP to be copied on respective emails.